



# COUNTY OF LOS ANGELES

## CHIEF INFORMATION OFFICE

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June 15, 2004

To: Supervisor Don Knabe, Chairman  
Supervisor Gloria Molina, Chair Pro Tem  
Supervisor Yvonne Brathwaite  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich

From: Jon W. Fullinwider  
Chief Information Officer

Subject: **EXECUTIVE OFFICE I/T OPTIMIZATION STUDY**

On April 20, 2004, your Board instructed the Chief Information Officer to evaluate the Executive Office's Information Resource Management (IRM) capability to support and sustain Board operations with the assistance of the Internal Services Department. The assessment reviewed the Executive Office's information technology (I/T) infrastructure and its operational management. On May 4, 2004 a preliminary findings report was submitted to the Board, which indicated that the full report would be submitted by June 12, 2004. This complete report will examine in greater depth both the technical and managerial support surrounding your Board's I/T environment today, and presents recommendations to strengthen areas that will provide improved stability and more rapid recovery in the future.

A task force was formed comprised of County departments and private-sector business partners. Representatives from the Internal Services Department (ISD), Department of Public Works (DPW), Chief Administrative Office (CAO), SBC Communications Incorporated, Cisco Systems Incorporated, Network Associates Incorporated (NAI), Dell Incorporated, and Microsoft Corporation joined together to address your Board's concern and direction.

The team members have provided substantial observations and findings based on the current environment, and recommendations which we are integrating into a complete report. This process is taking longer than expected. In the interest of delivering a comprehensive and coherent document, we respectfully request an extension for submission of our final report to July 9, 2004. This extension in time will allow us to develop budgetary cost estimates to support the final recommendations.

Each Supervisor  
June 15, 2004  
Page 2

If you have questions regarding the status of the Executive Office I/T Optimization study, please contact me at (213) 974-2008.

JWF:JW:DH:ygd

c: I/T Board Deputies  
Executive Officer, Board of Supervisors  
Interim Director, Internal Services Department  
Chair, Information Systems Commission  
Brian Karasawa, Microsoft Consulting Services  
Sandy Chu, SBC Communications

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